

**LUNENBURG PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING  
Wednesday, May 19, 2010  
Brooks House – 7:00 p.m.**

**MINUTES**

School Committee

David Reif, Chair  
Donna White  
Jason Poitras  
Gregory Berthiaume  
Colleen Shapiro

Superintendent

Loxi Jo Calmes

Recording Secretary

Mary Landi

Student Representative

Elizabeth Broden

Guests

Sara Lane, Christine Bonci, Cyndy Daukantas,  
Sue Glenny, Timothy Santry

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- \* Call to Order – Superintendent Calmes called the meeting to order at 7:00 p.m.
- \* Committee Reorganization  
The annual school committee reorganization was carried out with Dr. Reif continuing as the Chair, Mr. Poitras as Vice-Chair, and Ms. Shapiro accepting the position of Secretary. Please see attached Organizational Chart.
- \* Chairman's Report
- \* Review and Approve Minutes
  - April 28, 2010 regular session minutes – Dr. Reif approved the April 28, 2010 minutes.
  - May 5, 2010 regular session minutes – Dr. Reif approved the May 5, 2010 minutes.
- \* Review and Approve Warrants – The warrants were on the table for approval.
- \* Superintendent's Report
  - Superintendent Calmes acknowledged the School Committee and the hard work they do throughout the year.
  - The LHS Pops concert was held last Friday.
  - A list of upcoming events will be sent to the school committee members shortly.
  - Michaela Reif and Kate Albertini won scholarships from the North Central Chamber of Commerce.
  - The next school committee meeting will be June 2 at Town Hall with a reception for retirees at 6:30 and the meeting at 7:00 p.m.
  - Congratulations to Dr. Reif for being named to the National Association of Academies of Science Board of Directors.
  - Student schedules are being finalized at the high school. Students will have schedules prior to the end of the school year.
- \* Student Report – Ms. Broden reported on the following:
  - Two students won awards at the Pops Concert
  - Earthfest, a fundraiser, will take place on Sunday from noon to 6:00 p.m.
  - The Relay for Life is scheduled for June 11.
  - Student Council and class officer elections were held this Wednesday.
- \* Public Comment – None.

\* New Business

Action

- a. School Improvement Plan – Turkey Hill Middle School – Dr. Lane and Mr. Santry joined the committee at the table to review the 2010-2011 school improvement plan, touching on the highlights. Goals included: Expand the use of Developmental Design for Middle School into all grades; Improve MCAS scores and academic achievement; build technology capacity and utilize it to support reliable 24/7 Internet access supporting web-based grading system, homework site, on-line grading book, and curricular resources. There was some discussion around the parent portal and its use by parents/teachers. Also discussed were the schedule, staffing, and programs at Turkey Hill for FY11 and the impact those changes will have on students. There was further discussion around the master schedule, a modified block schedule, for next year. Superintendent Calmes recommended approval of the plan as presented. Ms. White moved and Mr. Poitras seconded a motion to accept the superintendent’s recommendation. Vote: unanimous.
- b. School Improvement Plan – T.C. Passios Elementary School – Ms. Bonci joined the committee at the table to review the FY11 school improvement plan. Goals included: To improve students’ ability to think critically and transfer learning to other academic contexts; to improve students’ overall quality of their writing and full topic development; to improve students’ ability to communicate mathematical thinking; to foster a school climate that encourages and supports learning; and to utilize technologies as an integral part of the learning environment. There was discussion around RTI, Jr. Great Books, Six Traits, MCAS results, writing, summer math academy, school climate, anti-bullying; bus issues, and community service learning projects. Superintendent Calmes recommended approval of the plan as presented. Dr. Berthiaume moved and Mr. Poitras seconded a motion to accept the superintendent’s recommendation. Vote: unanimous.
- c. School Improvement Plan – Primary School – Ms. Daukantas joined the committee at the table to review the FY11 school improvement plan for the Primary School. She highlighted some areas of the plan including game playing at recess, which will be facilitated by having a physical education teacher on the playground with the students; student success night for kindergarten, grade 1, grade and 2; and motivating students to read. The goals remain the same: increase rigor, raise the benchmark, and add strategies. Ms. Daukantas indicated the need to change the report card to include “need to read critically.” It is important that parents understand what that means. Using the GEMS curriculum, behavior on the playground and in the cafeteria will be addressed. The art teacher will teach library next year. Guidance service will be cut from 5 days to 3 days. Superintendent Calmes recommended approval of the Primary School’s school improvement plan. Dr. Berthiaume moved and Ms. Shapiro seconded a motion to accept the superintendent’s recommendation. Vote: unanimous.
- d. First Reading – Policies related to student health and foreign exchange students.
  - Ms. Glenny joined the committee at the table. She began with the Automated External Defibrillator (AED) policy and reviewed the policy as it was previously written and noted the changes to this new policy. Although this policy was numbered, it was never officially approved and put into the policy manual. There was discussion around the procedural parts of the policy and what wording could be removed from the policy.
  - Life Threatening Allergy Policy – On field trips, EPI pens are administered by teachers who are trained in EPI pen administration. Ms. Glenny discussed the policy in detail. There were some questions around what would happen during a school sponsored event that takes place after school. Should it be stated on each student’s Individual Health Plan at all schools? There was discussion around who should be notified about food allergies for field trips.
  - Policy for students with Comfort Care/Do Not Resuscitate Orders – Ms. Glenny reviewed the policy and there was discussion around what is in the policy and what the protocols are. There was also discussion around who would be made aware of these orders.
  - Medication Policy – There was discussion around PRN (as needed) and regularly scheduled medications. Dr. Berthiaume inquired as to whose policy is followed for PRN meds for a special needs student on a special needs bus. Superintendent Calmes will look into this.

PRN medications cannot be delegated; they must be administered by someone licensed to do so.

The policies related to student health were reviewed; however, they will be brought back at a later date with additional information for a first reading.

- Foreign Exchange Student Policy – Superintendent Calmes reviewed the policy, which would allow the superintendent to approve the admission of an exchange student, instead of bringing it before the school committee for approval. Dr. Berthiaume moved and Mr. Poitras seconded a motion to waive the first reading of the policy. Vote: unanimous.
- e. MOA – Aides/Tutors Agreement – Changes to the Agreement include: only three professional development days and two half days in the school calendar, as well as a change in attendance at faculty meetings. This item was discussed but not voted on.
- f. Proposed – Dean of Students Job Description and funding – Superintendent Calmes reviewed the job description for this new position at THMS. There was discussion around the job responsibilities, as well as the compensation, which is a \$2,500 stipend. The position will require an extended day and some evening activities. Dr. Berthiaume moved and Ms. Shapiro seconded a motion to approve the Dean of Students position at THMS. Vote: unanimous.

#### Discussion

- a. Superintendent's Evaluation – Tabled to a future meeting.
- b. FY11 Fees – Tabled to a future meeting.

#### \* Old Business

##### Discussion

- a. FY11 School Calendar – Superintendent Calmes recommended revising the FY11 school calendar to include three additional vacation days in December, which would then add three days to the end of the school year. Anticipated savings are approximately \$5,000. Mr. Poitras moved and Ms. White seconded a motion to approve the revised calendar. Vote: unanimous.

#### Action

- a. Until Agreement – Superintendent Calmes gave some background information around this Agreement and reviewed the changes that were made to some of the wording since the first time the Agreement was presented to the committee. Dr. Berthiaume moved and Mr. Poitras seconded a motion to approve the Agreement with Unutil as presented. Vote: unanimous.

#### \* Public Comment – None.

#### \* Reports

- a. Advisory Committee
- b. Finance Committee
- c. School Councils
- d. PTO
- e. Policy Sub-Committee
- f. Capital Planning Committee
- g. Health Advisory Committee
- h. PAC/SAL
- i. Regional Planning Committee
- j. Rep. Benson's Advisory
- l. Other

#### \* Continuing Projects/Estimated Date of Completion

- bus transportation

#### \* Items for Future Discussion

- Workshop Sessions
- Facilities Use Procedure

- Civic Engagement

- \* Executive Session – At 9:51 p.m. Dr. Berthiaume moved and Mr. Poitras seconded a motion to enter into executive session, not to return to regular session, for the purpose of discussing contract negotiations with non-union personnel. Vote: unanimous.

Roll Call

Dr. Reif – yes

Mr. Poitras – yes

Ms. Shapiro – yes

Ms. White – yes

Dr. Berthiaume – yes

- \* Adjournment – At 10:01 p.m. Dr. Reif moved and Dr. Berthiaume seconded a motion to adjourn regular session. Vote: unanimous.

Respectfully Submitted,

Mary Landi  
Recording Secretary

c/5/22/28/mel